

COOK
NA-7404-04

CLUBS
MORALE, WELFARE
& RECREATION

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Cook, NA-7404-04

Purpose of position:

The primary purpose of this job is to prepare and cook simple food.

Organization:

QOL Dept., MWR Div., Clubs Branch

Organization goals:**II. MAJOR DUTIES****A. Duty (Critical):**

Prepares and cooks items requiring little or no processing. Cooks simple, well-defined foods, normally on short order basis, such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares and cooks all forms of hot cereals; broils meats; prepares and cooks gravies and soups (from concentrate), and other comparable items. Makes cold sandwich fillings to standards and refrigerates and stores fillings. Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring or breading. May also prepare pureed diet foods, such as peas and spinach, and convenience items, such as frozen hash browns, fish fillets, chicken nuggets, and pizza. Regulates cooking temperature and steam pressure, checks for correct cooking time and condition of the food being cooked. Seasons food according to set procedures, making adjustments when appropriate. Interacts with patients and customers in a polite and courteous manner. May set up and replenish salad bar, condiment bar, and serving line. May be assigned cashier/checker duties in the absence of regular employee. (20%)

Tasks:

1. Prepares and cooks simple, well-defined foods, following standardized recipes.
2. Regulates cooking temperature and steam pressure.
3. Interacts with patients and customers in a polite and courteous manner.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

B. Duty (Critical):

Weights, measures, and assembles ingredients. Determines quantities of ingredients for required yields. Mixes ingredients according to precisely written recipes that produce quality products, minimizes preparation time, and avoids food material waste. Assembles and arranges recipe items for use by cooks. Makes conversions from metric system to the U.S. standard system. Apportions foods for distribution and meal service. (20%)

Tasks:

1. Weighs, measures, and assembles ingredients according to precisely written recipes.
2. Portions food for distribution and meal service.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7

C. Duty (Critical):

Maintains accurate food inventories. Rotates stock items to prevent spoilage. Labels food which has been opened before it is stored. Carries supplies between storerooms, kitchen, and serving areas. (20%)

Tasks:

1. Maintains inventories and rotation of all food.
2. Covers, labels, dates, and stores leftovers to ensure usage within the prescribed time frame to assure quality control and food safety.
3. Carries supplies to avoid unsafe practices/procedures.

Selected Staffing KSAs:

A3, A4, A8

D. Duty (Critical):

Uses, maintains, and cleans tools and equipment, such as grills, food processors, slicing machines, toasters, mixers, and pressure cookers for accomplishment of well-defined, basic tasks. Washes dishes, glasses, and flatware. Operates a mechanical dishwasher. Cleans equipment, storage areas, walls and ceilings, floors, work tables, walk-in refrigerators, and duckboards. Sweeps, mops, and waxes floors. Disposes garbage and trash. (20%)

Tasks:

1. Operates, breaks down, and cleans kitchen tools and equipment following established procedures.
2. Performs cleaning tasks within established time frames to meet sanitation requirements.
3. Disposes of garbage and trash in accordance with established procedures.

Selected Staffing KSAs:

A4, A7

E. Duty (Critical):

Utilizes health, safety, and sanitation practices, procedures, rules, and regulations to maintain a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. (20%)

Tasks:

1. Operates kitchen equipment in a safe manner, applying established rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Informs the supervisor of accidents and/or damage to supplies or equipment or of any observed unsafe practices and/or procedures in a timely manner in accordance with established policies and procedures.

Selected Staffing KSAs:

A3, A4, A7

F. Other Work Requirements

1. May require the possession of a food handler's card.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**A. Selected Staffing KSAs:**

1. Knowledge of the methods and procedures relating to food preparation and cooking in small quantities.
2. Knowledge of characteristics of various foods, responsible for colors, flavors, consistencies, textures, temperatures, and cooking times.
3. Knowledge of food handling and storage practices.
4. Knowledge of health, safety, and sanitation standards and procedures in order to maintain a safe and clean work environment.
5. Skill in arithmetic computations to determine precise measurements for quantities needed to prepare required amounts, multiplying ingredients, and calculating servings per container.
6. Skill in making precise measurements and accurately weighing recipe ingredients.
7. Skill in operating, breaking down, and cleaning kitchen tools and equipment.
8. Ability to communicate effectively both orally and in writing; and read and understand menus, recipes, worksheets, food labels, computerized food production sheets, and metric conversion tables.

B. Basic Training Competencies:

1. Knowledge of the methods and procedures relating to food preparation and cooking in small quantities.
2. Knowledge of characteristics of various foods, responsible for colors, flavors, consistencies, textures, temperatures, and cooking times.
3. Knowledge of food handling and storage practices.
4. Knowledge of health, safety, and sanitation standards and procedures in order to maintain a safe and clean work environment.
5. Skill in arithmetic computations to determine precise measurements for quantities needed to prepare required amounts, multiplying ingredients, and calculating servings per container.
6. Skill in making precise measurements and accurately weighing recipe ingredients.
7. Skill in operating, breaking down, and cleaning kitchen tools and equipment.
8. Ability to communicate effectively both orally and in writing; and read and understand menus, recipes, worksheets, food labels, computerized food

production sheets, and metric conversion tables.

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. -- Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods or short order foods.
- Basic knowledge of special and modified diets.
 - Knowledge of health, safety, and sanitation procedures and regulations, and proper food protection procedures.
 - Knowledge of the characteristics of the various foods prepared, e.g. color, flavor, consistency, texture, and temperature and cooking time required.
 - Knowledge of various tables of weights and measures, and ability to convert from the U.S. standard system to the metric system.
 - Knowledge of infection and spoilage control procedures.
 - Skill to regulate cooking temperature and steam pressure, and check for correct cooking time and condition of the food being cooked.
 - Skill to plan, coordinate, and time the sequence of steps required to have menu items ready for serving at mealtime.
 - Ability to season foods according to set procedures, making appropriate adjustments.
 - Ability to perform basic arithmetic computations in multiplying ingredients in a recipe and calculate how many servings a container will hold.
 - Ability to operate, breakdown, and clean food service equipment.
 - Ability to read and understand written food service material, e.g. food labels, standardized recipes, computerized food production sheets, and metric conversion tables.

Factor 2. Responsibility

Supervisor assigns work through written and oral instructions. Instructions typically consist of cook's worksheet, menus, standard recipes, and meal schedules. A higher grade cook or supervisor checks to see that work is being done properly and is available to answer technical questions. Responsible for proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with food service requirements. When learning new or more difficult work, receives detailed instructions from a journey level cook or supervisor on cooking methods and uses of equipment. Work is evaluated for quality of food cooked, adherence to instructions and time schedules, and conformance with safety and

sanitation standards.

Factor 3. Physical Effort

Employee frequently lifts and moves items weighing up to 40 pounds unassisted and occasionally lift or move objects weighing over 40 pounds with the assistance of lifting devices or other workers. Work requires continual standing and walking, and frequent stooping, bending, reaching, pushing, and pulling.

Factor 4. Working Conditions

Frequently works in areas which are well lighted but are often hot and noisy. Subject to possible cuts from knives and burns from steam, hot foods, stoves, and hot grease and water. Concrete and tile floors are tiring to walk on and freshly scrubbed floors present danger of slipping. Burns from ovens and hot pans are a hazard. Injuries may result from use of powered equipment. Exposed to steam, fumes, and odors from cooking and to extreme temperature changes when entering and exiting walk-in refrigerators and freezers.

V. CLASSIFICATION SUMMARY

In this position:

- Duty A. 20% WG-7404-04 Cook
Prepares and Cooks Items
- Duty B. 20% WG-7404-04 Cook
Weighs Ingredients
- Duty C. 20% WG-7404-04 Cook
Maintains Food Inventories
- Duty D. 20% WG-7404-04 Cook
Maintains Tools
- Duty E. 20% WG-7404-04 Cook
Utilizes Health Practices

List of Modified Duties and Factors:

Pay Plan has been edited.

OPM Job Grading Standard for Cook, WG-7404, TS-63 dated Feb 92.

Grade: NA-04